



Employment of Part-time Staff Q& A

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Q1. What is part-time employment?

A1. Part-time employment is “employment for less than the normal weekly hours for a full-time staff member and for which all entitlements are paid on a pro-rata basis calculated by reference to the time worked”.

Q2. Why does the University offer part-time employment?

A2. The University offers part-time employment for a range of reasons such as:

- responding to operational needs where there is insufficient work or budget for employing a staff member full-time;
- addressing where possible a staff member’s personal work-life balance needs;
- facilitating a pre-retirement contract; and
- addressing parenting or illness needs.

Q3. What terms and conditions of employment is a part-time staff member appointed to? A3. Part-time staff members will be offered conditions of employment consistent with the University policy on *Part-time employment*. At the time of employment the University will provide you with an instrument of appointment that outlines the type of employment and informs you of the terms of employment (for example, hours per week). Part-time staff are entitled to access employment benefits on a pro-rata basis.

Q4. As the nominated supervisor how do I arrange to fill a part-time appointment?

A4. Part-time appointments must be filled in accordance with the University policy on *Recruitment and Selection*. When advertising the role, the hours of work must be clearly specified. The nature of how the role operates (that is, any specified days) must be made clear at interview and be confirmed with the new staff member in writing upon commencement.

Q5. Can a part-time appointment contain a period of probation?

A5. A part-time appointment may contain a reasonable probationary period that is directly related to the nature of the work to be carried out under the contract.

Q6. If I am a full-time staff member can I request to work part-time hours?

A6. Yes, a full-time staff member may request a temporary or permanent variation of hours of work on the basis of work-life balance. The request must be in writing outlining the proposed hours of work and if the request is on a temporary or permanent basis. The request once considered may be approved or declined by the delegated authorising officer.

Q7. As the nominated supervisor can I alter a staff member’s part-time hours?

A7. You may seek to vary part-time employment arrangements with a staff member to meet the proper and efficient operations of the University. In doing so any special arrangements or needs held by the staff member should be considered prior to varying the existing arrangements. The varied arrangement will be agreed in writing between the staff member and the University prior to the commencement of the varied part-time employment.

Q8. How do I find out further information about part-time employment?

A8. You can refer to the Human Resources Directorate website for policy/guideline information, discuss the policy with your nominated supervisor, or contact your local Human Resources Consultant.